[VIDEO] Create Sponsor Staff Accounts

All sponsor/back-office staff members should have their own, unique login ID and password with which to access KidKare. You can assign permissions to each individual user, or you can create staff roles. You can customize permissions for each staff roles and then assign that type to the users you create. However, if you have a small staff or want to set permissions for each individual staff member, you do not have to set up staff roles. For more information, see **Create Sponsor Staff Roles**.

1. From the menu to the left, click **Tools**.

2. Select **Sponsor User Permissions**. The Sponsor User Permissions page opens.

3. Click **Add User**. The **Add User** pop-up opens.

4. Click the **First Name** and **Last Name** boxes and enter the user's full name.

5. Click the **Email** box and enter the email address for this user.

6. Click the **Role** drop-down menu to assign a role with pre-set permissions to this user. You can customize permissions for this user later, if needed.

7. Click **Add User.** The User Added message displays.

8. Set a password for the user.

   ○ If you provided an email address, click **Email User Instructions** to send the user an email containing instructions for accessing their account.

   ○ If you did not provide an email address, enter a password for the user and click **Set Password**.